

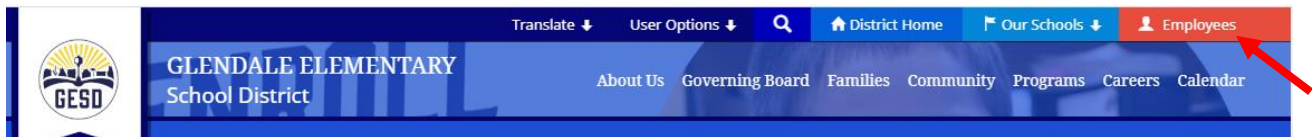


[HOW TO LOGIN ON iVISIONS](#)

Before getting started, please make sure you are using Google Chrome as your web browser.

Note: To access the site, you must be a registered user.

1. To get to the iVisions employee self-service website, you will need to login to GESD's main website at www.gesd40.org and select the **Employees** tab:



2. On the next window, you will click on the **iVISIONS EMPLOYEE PORTAL** icon at the bottom of the screen:



3. Click on the **Login** button at the top right-hand corner:



4. **Logging in:** Use your GESD network user name and password. This would be the same user name and password you use to access email, computers, etc.
5. Once you enter your user name and password, click on **Login:**



Login to iVisions

User Name:

Password:

Remember Login

[Forgot My Login?](#)

Infinite Visions version: 20.03.09

6. To ensure your connection is set up correctly, you will be asked to verify your profile (name and address) found in the Human Resources System. If this information is correct, click on **Link**:

Is this your information?

Name:

Tinker (Xxx)Bell

Address:

123 Dream Avenue

City:

Timbucktoo

State:

CA

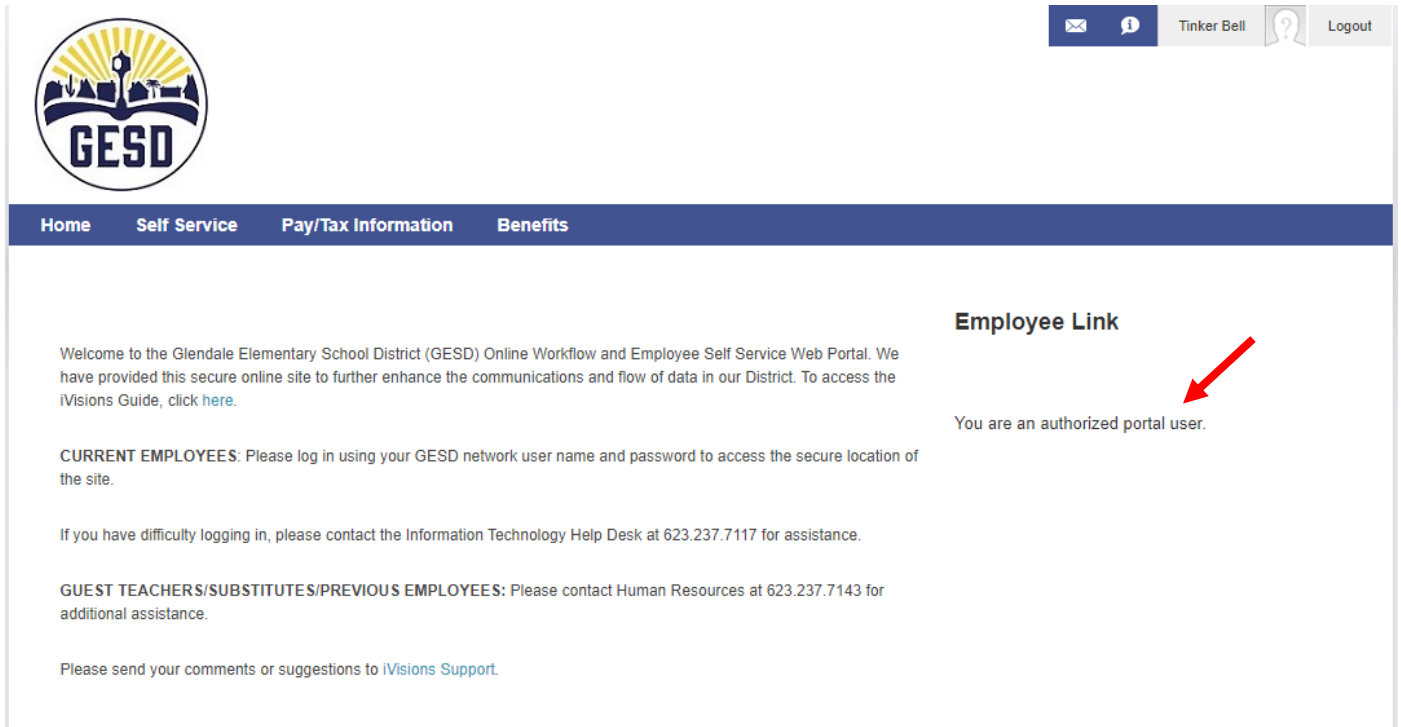
Zip Code:

13501

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

NOTE: If the information is not correct contact Judy Niblick at jniblick@gesd40.org or Teresa Wong at twong@gesd40.org for assistance.

7. After linking your profile to the Human Resources and Payroll system, the system will confirm your account by stating **“You are an authorized portal user”**:



The screenshot displays the Glendale Elementary School District (GESD) Employee Self Service Web Portal. At the top left is the GESD logo, which features a stylized sun rising over a building silhouette with the letters 'GESD' below it. To the right of the logo is a navigation bar with the following items: a mail icon, a person icon, the name 'Tinker Bell', a question mark icon, and a 'Logout' link. Below the navigation bar is a dark blue header with white text for 'Home', 'Self Service', 'Pay/Tax Information', and 'Benefits'. The main content area has a white background. On the right side, there is a section titled 'Employee Link' in bold black text. Below this title, the text 'You are an authorized portal user.' is displayed. A red arrow points from the right towards this text. On the left side of the main content area, there is a welcome message: 'Welcome to the Glendale Elementary School District (GESD) Online Workflow and Employee Self Service Web Portal. We have provided this secure online site to further enhance the communications and flow of data in our District. To access the iVisions Guide, click [here](#).' Below this is a section for 'CURRENT EMPLOYEES' with instructions on how to log in. Further down, there is a section for 'GUEST TEACHERS/SUBSTITUTES/PREVIOUS EMPLOYEES' with contact information for Human Resources. At the bottom, there is a note about sending comments or suggestions to iVisions Support.